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7 AUG 1981

MEMORANDUM FOR: Acting Director of Communications
Acting Director of Data Processing
Director of Finance
Acting Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FILE: *Travel*

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Travel Controls

In view of the limited travel fund constraints under which we are now operating, it is imperative that Office Directors exercise tight control over TDY travel being performed by their components. TDY travel undertaken by Office Directors themselves will be approved by me. Finally, please keep me advised of travel performed by Deputy Office Directors.

[Redacted Signature Box]

Harry E. Fitzwater

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